York County Libraries
ANSWERS FOR LIVING. KNOWLEDGE FOR LIFE.

Computer Classes

Classes are held at…
Technology Training Center
118 Pleasant Acres Road
York, PA 17403

To register at this location…

Call
717-586-1878

OR
- Click on the class & register Online!

- Payment is due at the beginning of class.

- Please register at least one week in advance.

Questions ?
please call…
717-586-1878

Beginning Excel

- Open existing spreadsheets and enter data
- Save updates
- Adjust row and column heights
- Format numbers and cell characteristics (borders, shading, etc.)
- Insert formulas for automatic computation
- Format for printing

Tuesday, January 7 – 9 am – 4 pm
Tuesday, January 14 - 9 am – 4 pm
Thursday, February 6 - 9 am – 4 pm
Monday, February 24 – 9 am – 4 pm
Tuesday, March 4 – 9 am – 4 pm
Wednesday, March 19 – 9 am – 4 pm

Please select one session
Cost -$100

Intermediate Excel

- Linking Files/ Editing Links
- Creating a Workspace
- Protecting Workbooks
- Hiding Columns
- Importing/Exporting
- Macros

Tuesday, January, 21 – 9 am - 4 pm
Thursday, February 13 – 9 am - 4 pm
Tuesday, March 11 – 9 am - 4 pm
Wednesday, March 26 – 9 am - 4 pm

Please select one session
Cost -$100

Advanced Excel

- Charts – Bar, Columns, Pie, Line
- Pivot Tables
- Conditional Formatting
- Sorting/Filtering

Tuesday, January 28 – 9 am – 4 pm
Thursday, February 20 – 9 am – 4 pm
Tuesday, March 18 - 9 am – 4 pm

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Beginning Word

- Create, save and print a document
- Use spelling and grammar check
- Insert, delete and format text
- Move and copy text with the mouse and with the cut, copy and paste commands.
- Set margins
- Align and indent paragraphs

Wednesday, January 15 – 9 am – 4 pm
Friday, February 7 – 9 am – 4 pm
Thursday, March 6 – 9 am – 4 pm
Friday, March 21 – 9 am – 4 pm

Please select one session
Cost -$100

Advanced Word

Insert, size, rotate, group, and arrange graphics and text boxes

- Use the MailMerge feature to produce a personalized letter or e-mail to each person on a mailing list by combining a database of names and addresses with a form letter
- Use themes, borders and templates to create colorful flyers and newsletters
- Create labels or personalized envelopes using a database of names and a form letter.
- Publish documents as HTML for web pages

Wednesday, January 22 – 9 am - 4 pm
Friday, February 14 – 9 am - 4 pm
Thursday, March 13 – 9 am - 4 pm
Friday, March 28 – 9 am - 4 pm

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PowerPoint
- Open a presentation file and run a slideshow
- Work with existing slides to change view options, edit text, check spelling, delete or change pictures and format clip art
- Create a new slide show or presentation using design templates
- Save and print slideshows
- Add transitions and timing between slides

Friday, January 24 - 9 am – 4 pm
Tuesday, February 11 - 9 am – 4 pm
Wednesday, March 12 - 9 am – 4 pm

Please select one session
Cost -$100

Beginning Access Creating a Database

- Understanding Tables, Queries, Forms, Report
- Creating Objects by Wizard and Design Mode
- Utilizing the Tools in Design Mode
- Querying Data from Tables

Friday, January 10 - 9 am – 4 pm
Monday, February 10 - 9 am – 4 pm
Friday, March 7 - 9 am – 4 pm

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Advanced Access

Includes parameter queries/crosstab queries/action queries; creating a combo/list box; creating command buttons; database utilities; and an introduction to VBA Code.

Friday, January 17 - 9 am – 4 pm
Monday, February 17 - 9 am – 4 pm
Friday, March 14 -9 am – 4 pm

Please select one session
Cost -$100

MS Publisher

Use design templates to quickly and easily create projects for printing flyers, brochures, calendars, business cards, newsletters, postcards and more.

- Save and print projects from a file
- Work with layout and ruler guides
- Insert clip art , pictures and other guides
- Resize and customize objects
- Work with WordArt and tables

Friday, January 31 - 9 am – 4 pm
Tuesday, February 18 - 9 am – 4 pm
Monday, March 10 - 9 am – 4 pm

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Know Your Computer

Baffled and intimidated by your new computer? This course is designed for people who have no computer background or very little experience with the computer. This hands-on course will cover the basic skills needed to use a computer and help you gain the confidence necessary to make it a productive tool. You will learn various parts of the computer; learn how to use the mouse; learn how to create folders/files; copy files; rename files plus much more. An overview of Microsoft Products will also be given. This is an excellent prerequisite course for new users who plan to take other computer courses.

Monday, January 13 – 9 am- 4 pm
Monday, January 27 – 9 am- 4 pm
Wednesday, February 19 – 9 am- 4 pm
Monday, March 17 – 9 am- 4 pm

Please select one session
Cost -$100